Aaarrr you ready for Google Drive…

"Tech Tools with Tine" Webinar Series Presents:

Google Drive

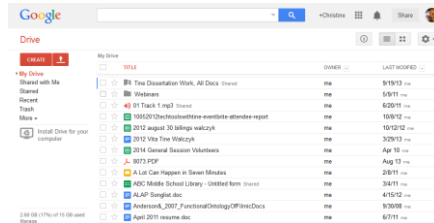Storage and applications for the online world

Tine Walczyk – September 19th, 2014
tine@trainers-r-us.com
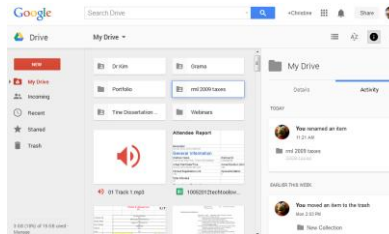
What is Google Drive?

Classic

New

Online storage

A set of office productivity applications

Work anywhere & share with anyone

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And what does it consist of?

- Folder system
  - File is stored online and available from anywhere!
- Document
- Spreadsheet
- Presentation
- Form (Surveys/Quiz)
- Drawing

Drive

CREATE

▸ My Drive
Shared with Me
Starred
Recent
Trash
More ▾

Install Drive computer

CREATE

Folder

Document

Presentation

Spreadsheet

Form

Drawing

Connect more apps

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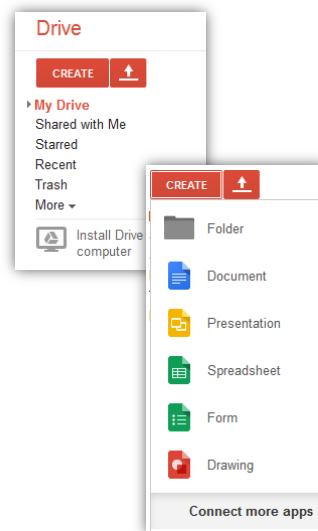
Setting up your account

- Google Account required

- Gmail Account not required

Space

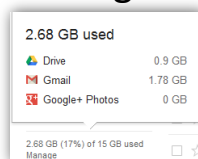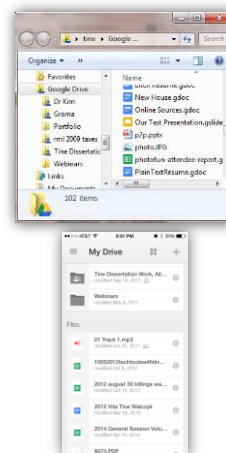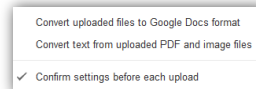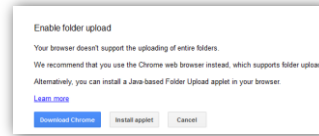Whether you're using the new look or the old look, use the web, your desktop, or a mobile device, you have 15GB of storage for ALL things Google

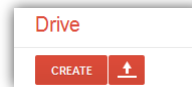# Adding to Your Drive from the Web

- Upload files
  - Single file upload
  - Multiple file upload (may depend on browser)
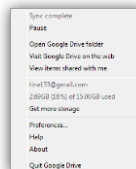 - Configure the default settings

- Create from scratch using the *Create* option

Adding to Your Drive using the Desktop App

- Install the App

- Upload files
  - Drag and drop into Google Drive folder

- Create from scratch
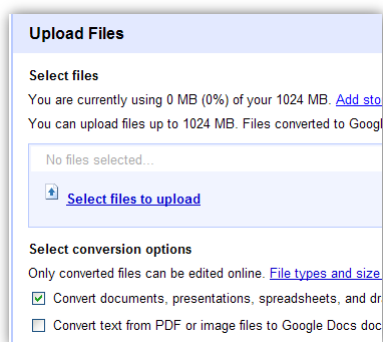 - offline versions of Google Docs, Sheets, or Slides
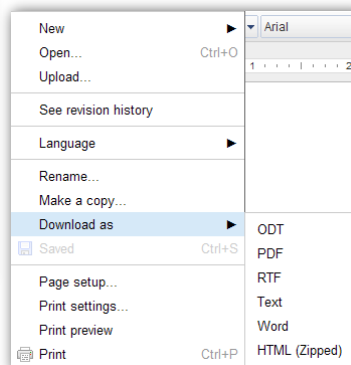
Creating from Scratch

- All of the applications Open, Save, and Share the same way.

- If you are familiar with the MS Office suite, using these tools will be easy.

- Although each application has expanded its feature set, not everything is available.
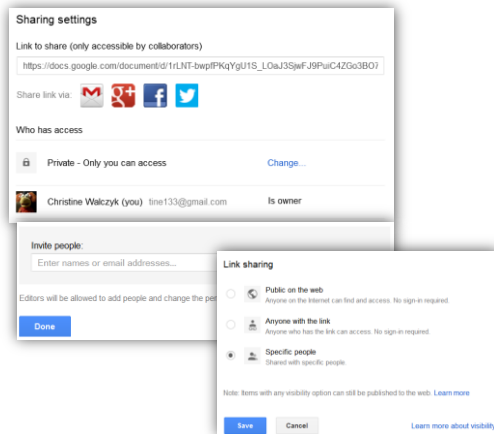
File Input / Output

Upload Files

Select files

You are currently using 0 MB (0%) of your 1024 MB. Add sto

You can upload files up to 1024 MB. Files converted to Googl

No files selected...

⬆ Select files to upload

Select conversion options

Only converted files can be edited online. File types and size

☑ Convert documents, presentations, spreadsheets, and dr

☐ Convert text from PDF or image files to Google Docs doc

Import existing files

| New | ▶ | ▾ | Arial |
Open...	Ctrl+O		1 · · ·	· · · 2
Upload...			
See revision history			
Language	▶		
Rename...			
Make a copy...			
Download as	▶	ODT	
Saved	Ctrl+S	PDF	
		RTF	
Page setup...		Text	
Print settings...		Word	
Print preview		HTML (Zipped)	
Print	Ctrl+P		

Saving and Printing

How to 🔒 Share

- Private (default)
  - Others must login to share your documents
- Link
  - Anyone who has a link to your doc can work with your doc
- Public
  - Anyone can work with your document
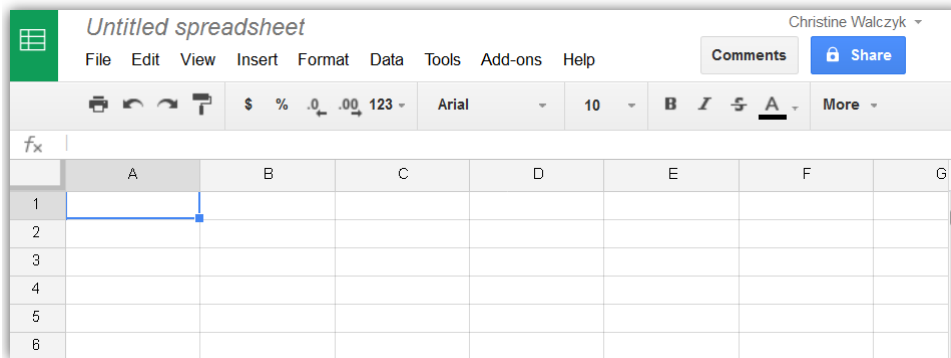- 2 levels
  - Editor
  - Viewer

Document

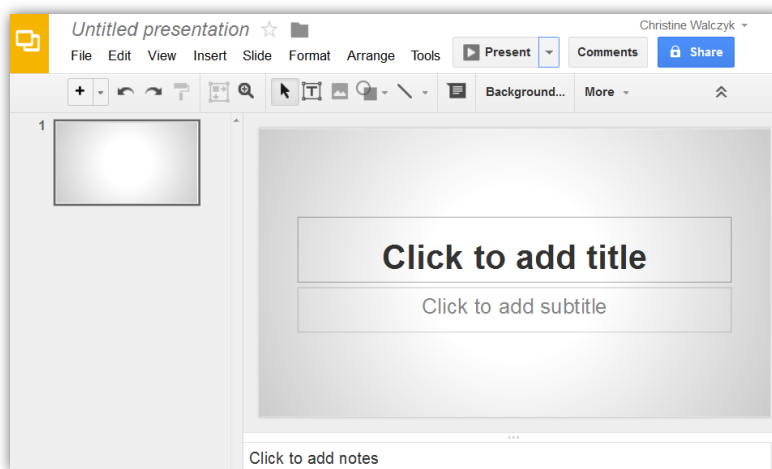- Tables

- Formatting

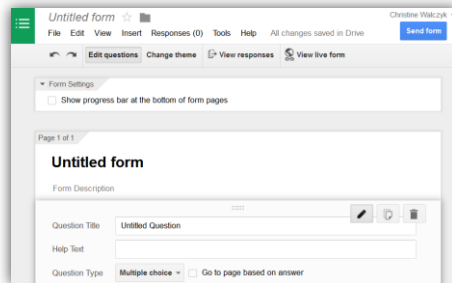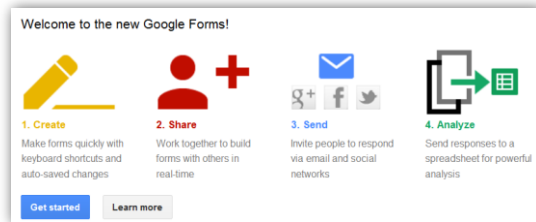

- Auto Save

- Templates
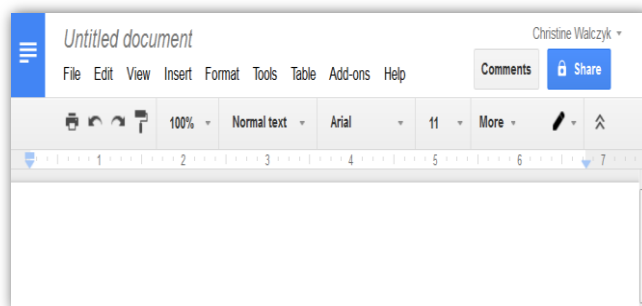
Spreadsheet
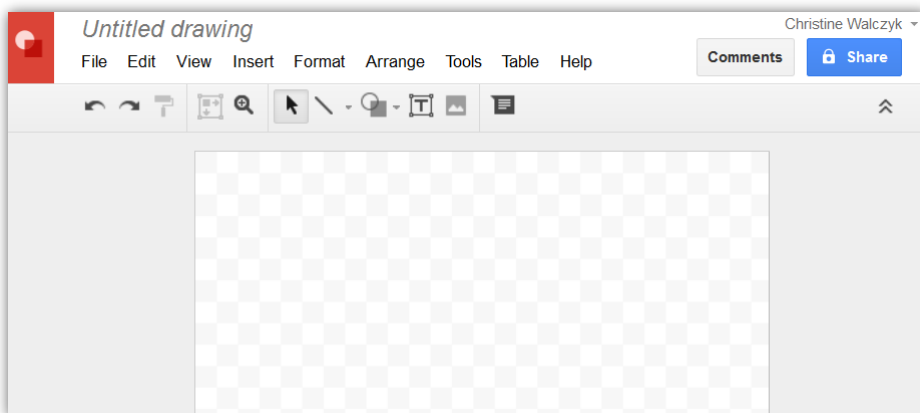

- Calculations
- Reporting
- Sorting
- Lists

Presentation

Forms

Drawing

What about Privacy

- Default – everything is private

- Privacy is controlled by how you share your files

- Terms of Service – "right to reproduce"

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References and Libraries to Look at

- Going Google in Libraries Article -- http://arsl.info/wp-content/uploads/2012/09/Cheat-Sheet-Getting-Started-with-Google-Drive.pdf

- Library Blog Post promoting use of Google Drive -- http://www.naperville-lib.org/usinggoogledrive

- Article from Roy Tennant on Using Google Drive – http://www.thedigitalshift.com/2013/03/roy-tennant-digital-libraries/google-drive-as-an-institutional-repository

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Next week…

MailChimp!!

Tech Tools with Tine Webinar presented on September 19th 2014.

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